

**Wendy K. Sinnette**  
*Superintendent*

**Anaïs Wenn**  
*Assistant Superintendent,  
Curriculum & Instruction*

**La Cañada Unified School District**  
**...a learning community committed to personal growth  
and academic excellence**

**Patricia S. Hager**  
*Associate Superintendent,  
Human Resources*

**Mark Evans**  
*Chief Business &  
Operations Officer*

Marlene H. Dortch, Secretary  
Federal Communications Commission  
Office of the Secretary  
445 12<sup>th</sup> Street, SW  
Washington, DC 20554

April 1, 2015

Dear Ms Dortch:

We are requesting that you waive the Form 486 deadline for Funding Year 2013 funding request number 2516942 for the La Cañada Unified School District (Entity Number: 2516942). The FY 2013 Form 471 (Application Number: 916901) was filed by the previous Technology Director who left the position in the spring of 2013, leaving the position vacant for more than a year. Based on our understanding of the process USAC likely mailed a reminder letter to the technology director informing him that the Form 486 deadline was missed. Due to the fact that this position was vacant when that letter went out the letter went unanswered and unresolved.

In the fall of 2014 I assumed full responsibilities of the previously vacant Technology Director Role. Upon assuming this position I knew very little about the E-rate program and was completely unaware that the deadline had been missed. In January of 2015 we discovered that a Form 486 had not been filed for this funding request. Within two days of discovering this ministerial or clerical error we filed the Form 486. In accordance with its administrative procedures USAC adjusted the service start date to September 16, 2014 which effectively cancelled all of the funding for this request. This omission will cost the district a total \$6,459, the loss of these funds would most certainly result in a financial hardship for our district.

While we fully understand the importance of deadlines for the efficient administration of the program, there is precedence for waiving FCC deadlines and USAC administrative deadlines as shown below:

“As we recently noted in *Bishop Perry Middle School*, a departure from required filing deadlines may be warranted upon careful review of the Petitioner’s case and when doing so will serve the public interest. Generally, these applicants claim that staff mistakes or confusion, or circumstances beyond their control resulted in missing the FCC Form 486 deadline. We note that the primary jobs of most of the people filling out these forms include school administrators, technology coordinators and teachers, as opposed to staff dedicated to pursuing federal grants, especially in small school districts. Even when a school official becomes adept at the application process, unforeseen events or emergencies may delay filings in the event there is no other person proficient enough to complete the forms. Furthermore, some of the errors were caused by third parties or unforeseen events and therefore were not the fault of the applicants. Given that the applicants missed a USAC procedural deadline and did not violate a Commission rule, we find that the complete rejection of each of these applications is not warranted. Notably, at this time, there is no evidence of waste, fraud or abuse, misuse of funds, or a

failure to adhere to core program requirements. Furthermore, we find that denial of funding in these cases would inflict undue hardship on the applicants<sup>1</sup>."

We fully believe that our situation has the same fact pattern as many of the applicants granted relief in the Alaska Gateway Order. This omission was not intentional and upon identification it was immediately rectified. We humbly request that you waive USAC's administrative deadline and direct USAC to change our service start date to July 1, 2013.

Thank you for your consideration of this matter.

  
Jamie Lewsadder

Director of Technology

La Cañada Unified

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<sup>1</sup> See *Alaska Gateway Order* (DA 06-1871) at par. 7.